

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.
612-146PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DLR

MD Home Improvement Commission

| Item No. | Description | Retention |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Supercedes Schedule 612-68 Dated August 3, 1989. Complaints and Claims Complaints against licensed and unlicensed contractors are submitted on Commission complaint forms. They are classified, investigated and resolved through mediation or adjudication. Claims against the Guaranty Fund are filed by homeowners after a complaint is filed. They are assigned the same number as the corresponding complaint. Claims are kept in the homeowners' complaint files. | Retain records either: A. Three Fiscal Years following end of Fiscal Year in which closing/cut off occurred; or if applicable. B. When all audit requirements have been fulfilled. Whenever A or B, as appropriate, have been completed, Destroy Records. |
| 2 | Application File For Contractors, Sub-Contractors, Salesmen, And Additional Salesmen: Application for Licensure is keyed into the computer under the history screen of the applicant. Original applications are filed alphabetically by applicants names. These are retained in the Home Improvement Commission Office until the license has not been renewed for 2 renewal periods (4years) then transferred to State Records Center for the remainder of the 10 years from date of original application. | 10 Years from original application date, after not being renewed for 4 years, then destroy. |

Schedule Approved by Department
Agency, or Division Representative

Schedule Authorized by

5-4-95

*Roger S. Feltz**Director*

6/13/95

*Scp**Scp*

Date

Signature

Title

Date

State Approval

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.
612-146PAGE
NO. 2 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

| AGENCY | | DIVISION |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Item No. | Description | Retention |
| 3. | Applications for license renewal are stored numerically by check deposit number and are maintained for one renewal cycle (2yrs). At the beginning of the next renewal cycle, they should be stored with the Records Management Division of the Department of General Services. | Retain for a total of 4 years (2 Full renewal cycles), then destroy. |
| 4. | General Administrative Files; General Correspondence not pertaining to specific complaints and claims. | Same as item #1 |
| 5. | Commission meeting minutes, panel agendas and docket books. | Permanent. Transfer periodically to the Maryland State Archives. |

Schedule Approved by Department
Agency, or Division Representative

Schedule Authorized by

Date _____
Signature _____Title _____
Title _____Date _____
Date _____Date _____
Visit Archives